




## Instructions for submitting Special Education High Cost Web-Based Claims

- 1) The Special Education High Cost claims are accessed through the Special Education web portal: <https://www2.dpi.state.wi.us/seportal/>
- 2) The eligible applicant signs into the special education web portal with either the Director of Special Education assigned user name and password or a district user login and password. To learn how to assign district users access to the special education web portal, download instructions from [http://dpi.wi.gov/sped/pdf/district\\_user.pdf](http://dpi.wi.gov/sped/pdf/district_user.pdf)
- 3) All entities that have access to the Special Education web portal are granted access to the special education high cost claim system. The claim software is located below the IDEA budgets on the special education web portal's main menu page:

Help	Application
	<a href="#">IDEA Flow-through and Preschool Entitlement Budgets</a>
	<a href="#">IDEA Flow-through and Preschool Entitlement Budgets - Recovery Funds</a>
	<a href="#">Special Education High Cost Claims</a>

- 4) **Special Education High Cost Claims Contact Person.** The first time the high cost claim software is entered, the user will be required to provide contact information. The contact information should reflect the individual who can answer questions about the specific information submitted on the high cost claims. Enter the contact information and click on the "Save" button.

Special Education High Cost Claims Contact Person			
Name:	<input type="text" value="Charles Kealy"/>		
Phone:	<input type="text" value="608"/>	<input type="text" value="754"/>	<input type="text" value="8160"/>
Ext:	<input type="text"/>		
Email:	<input type="text" value="ckealy@augusta.k12.wi.us"/>		

- 5) **High Cost Claims Application Main Menu.** Once contact information has been saved, and in each consequent entry into the system, the user will land on the "High Cost Claims Application Main Menu." From this page, the user has access to updating contact information, entering student claims, printing assurances and running reports.

### High Cost Claims Application Main Menu

<a href="#">Update Contact Information</a>
<a href="#">Add New Student</a>
<a href="#">Claim Certification Form (Print, Sign and Mail-In)</a>
<a href="#">Report Menu</a>

## High Cost Claims Application Main Menu Set Up

User Info	
User Name:	Dan Burn
Login ID:	0217
Role:	Director of Special Education
2009-2010 Constants Used	
Reimb. Rate:	90%
Average Prorate:	49%
Cat. Aid Deduct.:	28%
Threshold:	\$30,000.00
<a href="#">Submit Student Claims</a>	
Claims:	2
Submitted:	0
Returned:	0
Approved:	0
Eligible Cost Amounts	
Student Name	Cost \$
<a href="#">Murphy, Joy</a>	\$19,728.00
<a href="#">Swager, Jolie</a>	\$0.00
Total Elig. Cost:	\$19,728.00

The left-hand side of the screen will remain constant and can be used as a means of navigating the software. The top section identifies the name of the user logged into the IDEA special education portal.

The 2009-2010 Constants Used display data that is used in the calculations. See “Rules that Guide the Calculations” on page three for an explanation of these numbers.

The next cell contains the link “Submit Student Claims.” It also displays the number of student claims that have been entered into the system, submitted to DPI, returned by DPI, and approved by DPI.

As student demographics are entered into the claim system, student names will appear in this table. The user can access any student claim by clicking on the student’s hyperlinked name. The cost listed is the amount over \$30,000 eligible for reimbursement at 90%.

## CREATING AN INDIVIDUAL STUDENT CLAIM

- 1) To create a claim for a student qualifying for high cost, click on the “Add New Student” hyperlink from the Main Menu.

### High Cost Claims Application Main Menu

<a href="#">Update Contact Information</a>
<a href="#">Add New Student</a>
<a href="#">Assurances (Print, Sign and Mail-In)</a>
<a href="#">Report Menu</a>

- 2) **Retrieve Student Information.** In an effort to ease data entry, the system will pre-populate a student’s demographic information (name, birth date and disability status) if the student’s Wisconsin Student Number (WSN) is known. If known, enter the number into the field and click on the “Search” button.

NOTE: The WSN is not stored anywhere in the system. It is simply used as a method of pre-populating information.


Retrieve Student Information	
Enter the Wisconsin Student Number. The student information will be imported from the Individual Student Enrollment System (ISES).	
Wisconsin Student Number:	<input type="text"/> <input type="button" value="Search"/>
If you don't have the student WSN or the search is unable to find the student, click on the Enter Student button below.	

<input type="button" value="Back"/> <input type="button" value="Enter Student"/>
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Click on the “Enter Student” button to bypass the WSN search to manually enter student demographic information.

- 3) If the student's WSN is unknown or the search is unable to find the student, click on the "Enter Student" button at the bottom of the page to manually enter the student's demographic information.
- 4) **Add New Student Information.** If using the WSN number, verify that the student demographic information pre-populated is correct. If manually entering the demographic information, type in the student's First Name, Last Name, and Birth Date in the applicable fields. Select the student's Primary Disability from the drop-down menu. When all information is entered, click on the "Save" button.

Add New Student Information			
First Name:	Jessie	Last Name:	Jaymeson
Birth Date:	9/13/2001	Primary Disability:	Emotional Behavioral Disability
LEA Providing Services:	0217-Augusta School District		
Resident LEA:	0217-Augusta School District		

NOTE: Any fields marked with a  symbol are required. The software will generate an error message if the user attempts to save the record and required fields are not completed.

- 5) The "LEA Providing Services" and "Resident LEA" are drop-down menus that default to the LEA logged into the special education web portal.
  - "LEA Providing Services" is the LEA that provided services to the student and is claiming special education high cost aid reimbursement. This LEA will receive the funding from DPI.
  - "Resident LEA" is the LEA that is responsible for FAPE. The resident LEA does not submit the claim unless it is also the LEA providing services. The LEA providing services will receive the funding and, if the resident LEA is different than the LEA providing services, must reimburse the resident LEA for any costs the LEA had previously been charged by the LEA providing services.

NOTE: When logged into the High Cost claim software, the resident LEA has read only access to any students they have been identified as having FAPE responsibility.

## Rules that Guide the Calculations

Prior to entering a student claim, LEAs should be aware of the calculation rules that go into determining eligible costs.

As directed by Wisconsin Statute 115.881, a student must generate more than \$30,000 in costs after special education categorical aid has been deducted to qualify for reimbursement. Any costs over \$30,000 that have not been reimbursed with federal grant dollars are eligible for reimbursement at 90% of cost. Due to the amount of expenses that are submitted for reimbursement, eligible costs are pro-rated based on the funds available. Based on data collected over the last four years, eligible costs have been pro-rated on an average of 49%.

The report "Student Reimbursement Calculations" breaks down how the final eligible amount for each student was determined. This report can be accessed by clicking on the "Reports" hyperlink on the main menu.

## **ENTERING STUDENT GENERATED SPECIAL EDUCATION COSTS**

### **Adding Personnel Costs**

- 1) The student's name and birth date will be displayed at the top of the page. The student's name is a hyperlink that will take the user to the student's demographic data.
- 2) If a claim item is personnel related (accounted for as either a 100 or 200 object), the software requests the following set of information:

**Student Name:** [Joy Murphy](#)

**Birth Date:** 07/12/2005

Staff Position / Cost Item:	<b>A</b>	Aide	Function:	<b>B</b>	159100-Attendant Care Services
<b>PLEASE NOTE:</b> Either an Educator File Number (EFN) or the name of the staff member is required. Failure to enter an EFN may result in follow-up by the Department of Public Instruction.					
Educator File Number (License #):	<b>C</b>		Special Education FTE:	<b>D</b>	0.01 - 1.00
Staff First Name:	<b>E</b>		Staff Last Name:	<b>F</b>	
Funding Source:		011 - District Funded State Aidable Cost	<b>G</b>		
Item Cost:			<b>H</b>		
<b>Back</b>			<b>Add</b>		

<b>A</b>	Select a staff position from the drop down menu. The selection is based on special education high costs eligible for reimbursement.
<b>B</b>	More than one WUFAR function choice may be available for an item selected in A. A list of available functions can be viewed at <a href="http://www.dpi.wi.gov/sped/fy10-highcost-functions.pdf">www.dpi.wi.gov/sped/fy10-highcost-functions.pdf</a>
<b>C</b>	Enter the EFN (Educator File Name), also known as the staff person's license number. The hyperlinked words will open DPI's "Wisconsin Educator License Lookup" web page to assist the user in identifying and using the correct number.
<b>D</b>	Enter the amount of time the staff person provided <u>direct</u> services to student qualifying for high cost aid. This amount is recorded in full-time equivalency (FTE) amounts. The hyperlinked words will open an Excel FTE calculator to assist the user in determining FTE.
<b>E</b>	<u>Only</u> enter the staff first name if the EFN field was left blank. This would apply to positions that do not require a DPI license, such as a bus driver. If data was entered into the EFN field, the first name and last name will be overwritten with the license information.
<b>F</b>	<u>Only</u> enter the staff last name if the EFN field was left blank. This would apply to positions that do not require a DPI license, such as a bus driver. If data was entered into the EFN field, the first name and last name will be overwritten with the license information.
<b>G</b>	Choose the funding source of the expenditure from the drop-down menu. This should match the district's accounts for these expenditures: either project 011, 019, or a federal grant.
<b>H</b>	Enter the cost of the item. For staff, combine the eligible salary and fringe benefits into one amount.

- 3) When the required fields have been entered, click on the “Add” button.
- 4) Clicking on either the “Back” button or the hyperlink “Return to the Main Menu” located at the bottom of each page will return the user to the High Cost Claims Application Main Menu.

### Adding Non-Personnel Costs

- 1) If a claim item is non-personnel related (accounted for as a 300, 400 or 500 object), the software requests the following set of information:

Student Name: [Joy Murphy](#)

Birth Date: 07/12/2005

Staff Position / Cost Item:	<b>A</b> <input type="text" value="Physical Therapy - Contracted"/>	<b>B</b> Function:	<input type="text" value="218200-Physical Therapy"/>
<b>Detailed Item Description:</b>		<b>C</b> <input type="text" value="Meriter Hospital, .15 FTE, a licensed PT therapist provided 6 hours of physical therapy per week to this child as required in the student's IEP."/>	
Funding Source:	<input type="text" value="011 - District Funded State Aidable Cost"/>	<b>D</b>	
Item Cost:	<input type="text" value="24000"/>	<b>E</b>	
<b>Back</b>		<b>Add</b>	

<b>A</b>	Select a cost item from the drop down menu. The selection is based on special education high costs eligible for reimbursement.
<b>B</b>	More than one WUFAR function choice may be available for an item selected in A. A list of available functions can be viewed at <a href="http://www.dpi.wi.gov/sped/fy10-highcost-functions.pdf">www.dpi.wi.gov/sped/fy10-highcost-functions.pdf</a>
<b>C</b>	Enter a detailed description for the item selected in A / B. All items require a detailed description. The Department has determined what information must be provided for each item, which can be viewed at <a href="http://www.dpi.wi.gov/sped/pdf/highcost-descriptions.pdf">www.dpi.wi.gov/sped/pdf/highcost-descriptions.pdf</a> . This document can also be accessed through the software by clicking on the hyperlinked “Detailed Item Description.”  <b>NOTE:</b> If an LEA does not provide the required information in the detailed item description, the student’s claim will be returned for revision.
<b>D</b>	Choose the funding source of the expenditure from the drop-down menu. This should match the district’s accounts for these expenditures: either project 011, 019, or a federal grant.
<b>E</b>	Enter the cost of the item.

## SUBMITTING STUDENT CLAIMS

- 1) To submit a student claim or student claims, click on the “Submit Student Claims” hyperlink which is always located on the left-hand side of the screen.

- 2) **Submit Special Education High Cost Claims.** After clicking on the “Submit Student Claims” hyperlink, the user will land on the claim submission page. This page lists all of the students whose demographic information has been entered into the system:

The user may either submit student claims one by one by clicking on the padlock icon in the Submit Claim column. A user may also submit all student claims at once by clicking on the “Submit All” button. Once a claim has been submitted, it is locked for editing and can be viewed as “read only.”

Submit Special Education High Cost Student Claims ?

Submit individual claims by clicking on the lock icon.

Data Entry District	Student Name	Actual Cost	Submit Status	Submit Date	Approved	Approval Date
0217	<a href="#">Jessie Jaymeson</a>	\$2,160.00	OPEN			
0217	<a href="#">Joy Murphy</a>	\$19,728.00	LOCKED	08/13/2010		
0217	<a href="#">Gravson Smith</a>	\$8,280.00	OPEN			
0217	<a href="#">Julie Sweger</a>	\$7,371.00	OPEN			

**NOTE:** The word “Open” means that the claim has not been submitted and additional editing can take place. The word “Locked” means that the claim has been submitted to DPI and the user can no longer make edits to the claim.

**NOTE:** If a student claim has been submitted, but the user wishes to make changes to that claim, contact Marge Schenk at [margorie.schenk@dpi.wi.gov](mailto:margorie.schenk@dpi.wi.gov) to have the claim opened for editing.

## **SUBMITTING SPECIAL EDUCATION HIGH COST ASSURANCES**

1. When requesting reimbursement for special education high cost aid, a claim certification must be filed at DPI. When the LEA has submitted all student claims, the user must print a claim certification. This is located on the main menu.

### **High Cost Claims Application Main Menu**



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2. The claim certification must be sent to DPI by December 1. If the LEA submits additional student claims after an initial certification is sent to DPI, the LEA must print and sign and updated certification.

## **MAKING DPI-REQUIRED CHANGES TO THE CLAIM**

1. On occasion, the DPI will return a submitted claim so that the LEA can provide additional information. If this is the case, the LEA will receive correspondence from DPI outlining what changes need to be completed. When the claim is returned, its locked status will revert to open, meaning that the claim may be amended and resubmitted by the LEA.

### **Submit Special Education High Cost Student Claims**



Data Entry District	Student Name	Actual Cost	Submit Status	Submit Date	Approved	Approval Date
0217	<a href="#">Jessie Jaymeson</a>	\$2,160.00	LOCKED	08/13/2010	✓	08/13/2010
0217	<a href="#">Joy Murphy</a>	\$19,728.00	OPEN	08/13/2010		
0217	<a href="#">Grayson Smith</a>	\$8,280.00	LOCKED	08/13/2010	✓	08/13/2010
0217	<a href="#">Julie Sweger</a>	\$7,371.00	LOCKED	08/13/2010		

**Submit All**

In the example above, all four student claims had been submitted. Upon review, DPI determined that the LEA did not provide the required detailed description information for a cost attributed to Joy Murphy. DPI returned the claim (which opens it for editing) and sent an e-mail to the LEA outlining the problems with the claim. Once the LEA has made those changes, the student claim can be resubmitted for further review.

When a student claim has been “approved” by DPI, a checkmark will appear in the Approved column, along with the approval date. If student claim is locked, but there is not mark in the approved column, it means that DPI is still in the process of reviewing the claim.

<b><u>Submit Student Claims</u></b>	
Claims:	4
Submitted:	3
Returned:	1
Approved:	2

In addition, the column on the left-hand side of the screen keeps a claim tally. If there is a number for “Returned,” look for correspondence from DPI regarding which student claim and what changes are required.